

## **1528 - DATA ENTRY CLERK**

### **NATURE OF WORK**

This is skilled clerical work in operating data entry equipment. Employees in this class operate data entry equipment in transcribing source documents into machine readable disks. Work involves the operation of character and function keys in the recording and verifying of source information, following pre-defined job formats. Assignments are received in the form of source documents of various types which include precoded, handwritten, or typed information to be recorded. Incumbents are required to perform with a high degree of speed and accuracy.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Operates data entry equipment; receives sources documents in various forms; and transcribes required data by key entering from source documents, following predefined job formats.

Verifies previously recorded information by operating appropriate keys and controls for retrieving and correcting data.

Recognizes errors in original entries and corrects prior to release for processing; recognizes insufficient or incorrect information in source documents and informs supervisor.

Maintains individual station in an orderly manner and reports equipment malfunctions to supervisor.

Keeps informed on new or revised job format instructions. Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the operation of keyboard and other equipment for entry, verification, and other processes.

Knowledge of varied job formats for the entry of data in the area of assignment.

Knowledge of various input documents from which data is recorded.

Some knowledge of the operation of the data entry system in the area of assignment.

Skill in the operation of data entry/keyboard equipment.

### **MINIMUM REQUIREMENTS**

Must possess one (1) year clerical experience including: three (3) months experience verifiable in the data entry field OR three (3) semester credits from an accredited college or vocational training in data entry.

Must type 40 correct w.p.m.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

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### **SUPERVISION RECEIVED**

Supervision is received from a technical or administrative supervisor who assigns and reviews work for volume of production and degree of accuracy.

### **SUPERVISION EXERCISED**

May be required to teach and supervise any portion of the data entry assignments delegated to others.

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